Getting started with RDA Toolkit in Cataloger's Desktop

Cataloger's Desktop subscribers who also subscribe to **RDA Toolkit** are able to access *Resource Description and Access* (RDA) as a part of their Cataloger's Desktop work environment. If you wish to use RDA within Cataloger's Desktop, you must first subscribe to RDA at **http://www.rdatoolkit.org/subscribe** .

Setting General Preferences

Once you have an RDA Toolkit logon, you will need to set your Cataloger's Desktop Preferences to allow you to use RDA seamlessly within Cataloger's Desktop.
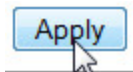
Steps:

1. After you have logged in, click **Preferences** on the ribbon.

2. Click **RDA preferences** and enter your RDA username and password.

3. Click the **Apply** button.

   If you see the dialog box above when trying to display RDA, <mark>follow the instructions on **Processing RDA Toolkit Cookies** on page 3 of this document.</mark>
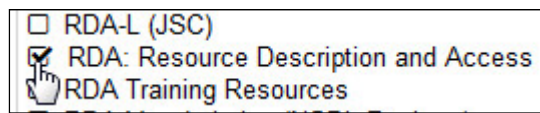
Adding RDA to your "Contents My Resources"

If you wish to routinely consult RDA, you will want to add it to your list of preferred resources.

Steps:

1. After you have logged in and displayed your resources and/or searched, click **Preferences** on the ribbon

2. Click the **Table of Contents preferences** and scroll down to **RDA: Resource Description and Access** and click the checkbox next to RDA. Now select **Apply**.

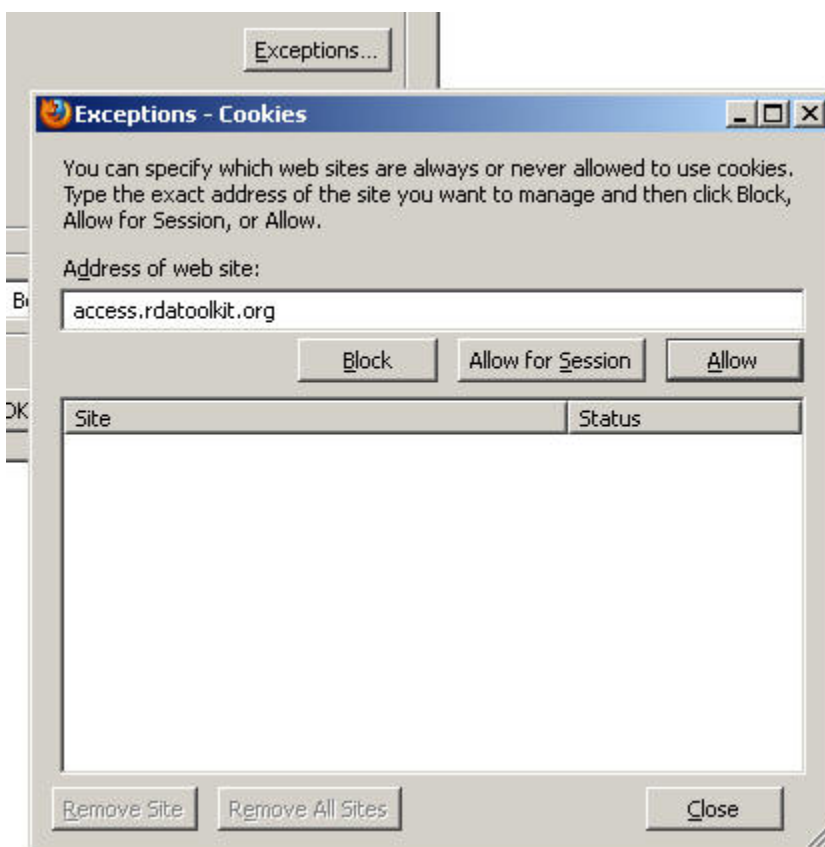3. When you click **Contents** on the ribbon and select **My resources** RDA will now be on the list.

4. See the other At-a-Glance guides for help on using Cataloger's Desktop at:
   http://www.loc.gov/cds/desktop/training/ .

Processing RDA Toolkit Cookies

If you followed instructions 1-4 on page 1 of this document and nevertheless received an extraneous *RDA Toolkit* login request as seen in the middle of page 1, follow either Procedure A (for Firefox) or Procedure B (for Internet Explorer) below.

Procedure A (for the current release of Firefox)

1. Select the **Tools** pull-down menu and choose **Options**.

2. Across the top of the Options dialog box are a number of categories: General – Tabs – Content – etc. Select **Privacy**.

3. Under **Permanent Private Browsing mode** is a check-box selection: **Accept cookies from sites**. Click the **Exceptions...** button next to this category.

   a. If your version of Firefox does not have this option, click **Remember history.** When the dropdown menu appears, select **Use custom settings for history.** Now click the **Exceptions …** button.

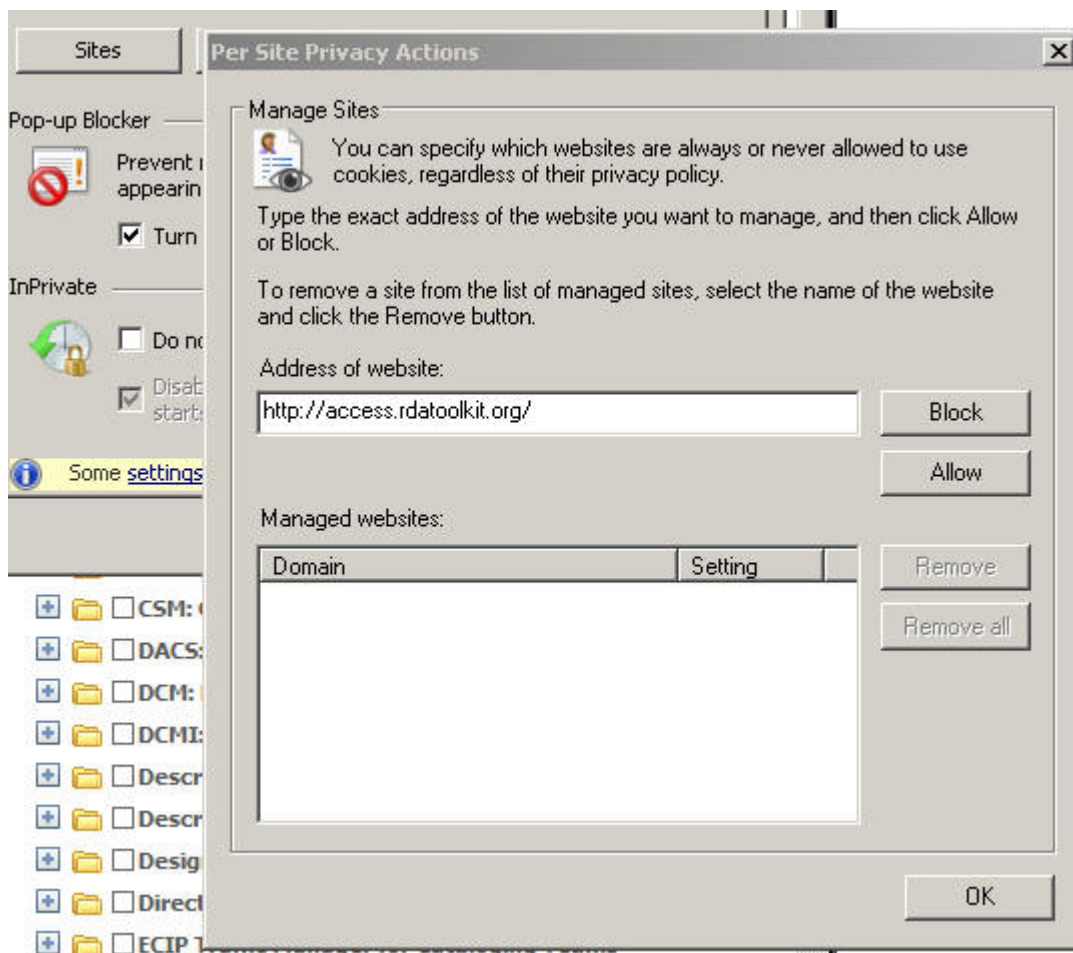4. Type the following into **Address of website:** access.rdatoolkit.org

5. Click the **Allow** button immediately below the **Address of web site:** box. Now click **Close** .

6. Click the **OK** button on the Options dialog box.

You should now be able to use RDA within your Cataloger's Desktop session.

Processing RDA Toolkit Cookies

Procedure B (for the current release of Internet Explorer)

1.   Select the **Tools** pull-down menu and choose **Internet Options**.

2.   Across the top of the Internet Options dialog box are a number of categories: General – Security – Privacy – etc. Select **Privacy**.

3.   Click the **Sites** button in the middle of the dialog box.

4.   Type the following into **Address of website:** http://access.rdatoolkit.org

5.   Click the **Allow** button to the right of the **Address of website:** box. Now click **OK**.

6.   Click the **OK** button on the Internet Options dialog box.

You should now be able to use RDA within your Cataloger's Desktop session.